

CITY OF EASTPORT
BUDGET COMMITTEE MEETING

September 29, 2014 6PM

Present: Dean Pike, Jack Reece, John Venskus, Alex Smeaton, Merilyn Mills, Steven Glatfelter, Elizabeth Hastings-Renner. Larry Post & Colleen Cummings.

Officials Elected: Dean Pike – Chair, Alex Smeaton – Vice Chair, Jack Reece – Secretary.

Business

1. Scheduled Meeting Dates: The next two meetings were set for October 27th & November 24th and thereafter as needed by the projects to be developed.
2. The Chair led the first discussion and covered the Committee's direction and charter, especially the scope of the budget review, potentially major cost impact studies on such items as solid waste sales and hydrant ownership. Concern about the potential impact of Health Care cost increases was discussed.
3. Committee Projects: The Budget Committee last year recognized several needs, including closer study of the city options on some major expenses – such as those noted in 2 above. After discussion it was agreed that all members come to the October 27th meeting with the three most critical items they feel should be studied in some detail. At the meeting we shall then vote to examine the most listed 3-5 projects and they shall be apportioned to subcommittees of two persons each for study and scheduled for future discussions.
4. School Inclusion. The Budget Committee relationship to the School Budget and duties to Council was discussed. The school impact on the City finances is significant and thus the Council expectation is assumed to require the Budget Committee's opinions and comment on the whole budget affecting the City. It is understood that a School Board representative will be a liaison and meet regularly with the Committee. In this way the Committee will have sufficient advance exposure to allow it to understand the School Budget.
5. Budget Format: The Fiscal Year-To-Date 'Expenses vs Budgets' for the city reports was briefly reviewed and the absence of percentages noted. The City Manager said there is a system structural difficulty in doing this but will reexamine the feasibility. The Committee also requested a monthly Cash Flow Statement. There was general agreement that monthly Revenue reporting in lieu of Cash would be satisfactory and was so promised by the City Manager.
6. Ambulance Service to Bangor: The need was identified to acquaint the citizens of Eastport with the tax savings for the City if our service is used for the Calais to Bangor runs. Advertising was suggested.
7. 3 Year Budget: The following budget format and process will be in effect.
 - a. The current detailed format will be used for the 2014-2015 Budget.
 - b. 2014 Dollars will be used throughout
 - c. 2nd and 3rd year Budgets will be outlined (total departments without breakdown).
 - d. School Budgets must be included to be effective.

e. Clearly stated three year assumptions will be included with reasoning for each explained. This includes specific projections of City Population, Median Income, and Schools' Enrollments.

8. Capital Budget: The City's draft Capital Budget was reviewed and commented on per Council request and will be finalized by the City Manager.

9. Committee Voting. The alternate members will fully participate in the deliberations and will vote in the absence of the regular members. It was agreed that if only one regular member is missing the alternate who votes shall be chosen by lot.

Respectfully Submitted

Jack Reece, Secretary